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War Food Administration
Extension Service
Washington 25, D. C.

HOME MANAGEMENT "SEND-FOR" LIST

June 1944

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FAMILY ECONOMICS

- Alabama.....Whisnant, Mamie N. 1944 outlook for farm family living, Mimeo., unnumb., 6 pp. Ala. Polytech. Inst. Ext., Auburn. n.d.
Reviews income and expenditures, time management, safety in the home, furnishings and equipment, food situation, clothing, outlook, child care and family life, and medical care.
- Delaware.....Let's see what's happening in 1944. Mimeo., unnumb., 1 p., illus. Del. Univ. Agr. Ext., Newark. February 1944.
Lists 10 predictions for 1944. Check list on how farm families can help to speed Victory.
- New York.....Stewart, Maxwell S. The Smiths and their wartime budgets. 32 pp., illus. Pub. Aff. Pam. No. 88. Public Affairs Committee, Inc., 30 Rockefeller Plaza, New York. n.d.
Explains wartime situation of "more money - less goods", how prices affect different families, how to control inflation, and what OPA has done. Explains black markets, wage stabilization, standards and subsidies. Gives ideas on how to prevent inflation.
- Illinois.....1944 Illinois farm outlook. Mimeo. No. AE2161, 12 pp., illus. Ill. Agr. Col. Ext., Urbana. February 1944.
Pages 1 to 3, of interest to home management specialists, deal with income, land values, and after the war.
- Ward, Gladys G., and Freeman, Ruth C. Illinois farm family living outlook for 1944. Mimeo. HEE3230, 7 pp., illus. Ill. Agr. Col. Ext., Urbana. February 3, 1944.

Answers such questions as, What is the average cash farm income per Illinois farm? What is the nonmoney income per Illinois farm? What is the trend in prices? How can we help to "hold the line" in 1944? What is the outlook for supply of consumers' goods in 1944? What post-war trends will aid family living?

Lists of references.

Kansas.....Gunselman, Myrtle A. The cost of living in 164 Kansas farm management association families as it relates to the farm income in 1943. Mimeo. unnumb., 15 pp., illus. Kans State Col. Ext., Manhattan, 1943.

Charts and data comparing family expenditures in 1942 with those in 1943. Food and clothing costs analyzed for four family types. Value of food produced on the farm and average financial condition of farm and home business included.

Maine.....Home Demonstration Agent Maine victory chats. Unnumb., 4 pp., mimeo. Maine Agr. Col. Ext., Orono. February, March, and April, 1944.

Discusses such topics as pressure canners, thawing directions (in connection with water pipes, sewer and waste pipes, etc.), Victory seeds, and current thrift practices.

Massachusetts.Extension Service Income tax primer for farmers. Farm Economic Facts, February issue, 4 pp. Mass. State Col. Ext., Amherst. February 1944.

86 questions and answers regarding farmer's income tax.

Michigan.....Pond, Julia. Planning the use of the family dollar, Ext. Bul. 256, 15 pp., illus. Mich. State Col., East Lansing, January 1944.

Describes the Smiths (a farm family) of Michigan and why they found it important to plan the use of the family dollar. Explains how to plan and provides the blanks for "Things we must have," "Things we might do without," and "How the money income is to be used this year." A suggested monthly record of family expenditures and annual summary included.

Mississippi...Mississippi farm outlook for 1944. Ext. Leaflet No. 61 (22M), 8 pp. Miss. State Col. State College. December 1943.

Includes the use of farm family income, farm family food supplies, home canning, clothing supplies and agricultural outlook.

Missouri.....Letter on outlook for 1944. Processed, unnumb., 6 pp., illus. Mo. Agr. Col. Ext., Columbia. January 20, 1944.

Letter from county agent based on the "Missouri Agricultural Outlook for 1944," by Gordon B. Nance, extension economist, Missouri. Contains section on farm-family living.

Nebraska.....Smith, Muriel. Suggestions for use of entries in home account records in filing income tax reports. Household Econ. Cir. 17 (rev.), 3 pp. Nebr. Agr. Col. Ext., Lincoln, November 1943.

Topics covered: Deductible items for which records may be useful; Who must file returns on 1943 income before March 15, 1944?; Personal exemptions; What is the Victory tax and withholding procedure?; Estimated exemption from Victory tax; Credits on Victory tax.

New Mexico....Hauke, Arthur M. Annual outlook report, part II. Econ. News for N. Mex. Farmers and Ranchers, mimeo. 13 pp. New Mex. Agr. Col. Ext., State College, February, March, and April, 1944

Includes economic news on wartime family living.

Territory of

Hawaii.....Brakes on spending. Mimeo. unnumb., 2 pp. illus. Hawaii Univ. Agr. Ext., Honolulu. n.d.

Suggestions to homemakers on how to relieve the shortages in civilian supplies by buying only what is actually needed; also care of silver and aluminum.

Do you know where your money goes? N.L. Cir. No. 12, 2 pp., mimeo. Hawaii Univ. Agr. Ext., Honolulu. January 1944.

Discusses the wise spending of money for post-war security.

Family record book. Processed, unnumb., 27 pp., illus. Hawaii Univ. Agr. Ext., Honolulu. n.d.

Table of contents shows: Home inventory; Net worth statement; Family income; Suggestions for classifying family living expenses; Record of monthly cash expenditures; Products furnished by the farm and used at home; Preserved foods; Monthly summary of accounts owed; Record of family savings; Record of commercial home enterprises; Monthly cash balance; Annual summaries of family expenditures; and Income.

Vermont.....Brooks, Charlotte P. Home demonstration letter. Mimeo., unnumb., 3 pp., illus. Vt. Agr. Col. Ext., Burlington. February 1, 1944.

Letter to home management leaders on current family economic information including a new plan for food rationing; supplies of rationed products, clothing; pressure cookers; and electrical equipment.

Brooks, Charlotte P. Saving and spending the family dollar in wartime. Brieflet No. 689, mimeo. 7 pp., illus. Vt. Agr. Col. Ext., Burlington. December 1943.

Information on how to spend the family dollar so as to get the best returns. Includes spending plans, record keeping, value and amounts of savings. References listed.

West Virginia.Wasmuth, Gladys V. Facts for consumers. Mimeo. unnumb., 1 p. illus., W. Va. Agr. Col. Ext., Morgantown. February 1944.

Letter to consumers for use at farm women's club meetings, regarding the care of household equipment.

Wasmuth, Gladys V. Your wartime dollars. Good Living Series XI, Lesson No. 3b, 6 pp., processed. W. Va. Agr. Col. Ext., Morgantown. n.d.

Discusses topics such as Make your spending plan a family affair; Can you make ends meet?; Can you be more saving in your home; Increased farm incomes must be used wisely; Uses the Smith family as an example and gives two plans for solving its financial problems on the farm. Also "Suggestions for leader of discussion."

4-H HOME MANAGEMENT CLUBS

Iowa.....Simmons, Dorothy, and Ekquist, Selma. Iowa 4-H home efficiency primer. Unnumb. 23 pp., illus. (reprint). Iowa State Col. Ext., Ames. September 1941.

Discusses such topics as 'How to save time; How to save energy; Using money; and Standards for home tasks.

New Hampshire.Beggs, Ann F. 4-H child care lieutenants. 4-H Home Management Project - Division 2, 10 pp., illus. N. H. Univ. Agr. Ext., Durham. December 1943.

Gives helpful hints to 4-H girls on child care, what kind of entertainment children like at various ages, what they should eat. Also a days' schedule for a 4-year-old child.

Beggs, Ann F. 4-H home front managers. Home Management Division I., mimeo., 8 pp., illus. Univ. N. H. Agr. Ext., Durham. November 1943.

Gives suggestions on good home management with easier and quicker ways of washing dishes, making beds, dusting, cleaning, storing clothes, washing windows, clearing and cleaning stairs, cleaning refrigerator, setting table and clearing, cleaning back porch, and cleaning lamps and lamp shades.

New Hampshire 4-H victory volunteers. Junior Cir. 1, 6 pp. N. H. Univ. Agr. Ext., Durham. October 1943.

The minimum requirements for 4-H awards; Home projects; Garden; Health; Home management; Canning; Clothing; Dairy; Electricity; Fire prevention and control; Fix-it and repair work; Food; Forestry; Livestock; Poultry; and Safety commandos.

North Carolina.Gordon, Pauline E., and Williams, Elizabeth. It's washday. 4-H Club Ser. No. 42, 4 pp., illus. N. C. Agr. Col. Ext., Raleigh. May 1944.

Helpful hints to 4-H girls on washing underwear, stockings, sweaters, and handkerchiefs. Also "Helping your mother" ideas.

HOUSING - HOUSE FURNISHINGS

Delaware.....E. I. Dupont DeNemours & Co., Inc. The new nation-wide hobby, transformagic. 61 pp., illus. Wilmington. n.d.

Gives modern ways of restyling old furniture with colorful designs.

Illinois.....Iwig, Dorothy, and McKee, Mary. Draped dressing tables. HE-P49, 4 pp., illus. Ill. Agr. Col., Urbana. January 1944.

Economic ways of making attractive dressing tables from small chests, orange crates, boxes, tables, wall tables, wall shelves, and corner shelves. Also how to make matching stools from nail kegs, bath stools, and boxes.

Iwig, Dorothy J. How to make slip covers. HE-P48, 4 pp., illus. Ill. Agr. Col., Urbana. December 1943.

Gives complete instructions for making slip covers, information on type of material, seams, etc.

Iwig, Dorothy. Refinishing furniture. HE-P45, 4 pp., illus. Ill. Agr. Col. Urbana. December 1943.

How to remove the old finish, preparation of the surface for the new finish and its application. Also a few suggestions on remodeling old furniture.

Iwig, Dorothy J. Reupholstering furniture. HE-P46, 4 pp., illus. Ill. Agr. Col., Urbana. January 1944.

Discusses first steps, tools and materials needed, upholstering seats without springs, upholstering arms and backs, hard-edged seats, repairing and re-covering separate seat cushions, down or feather filled cushions.

Iwig, Dorothy J. Weaving chair seats with cane, rush and splint. HE-P47, 4 pp., illus. Ill. Agr. Col., Urbana. December 1943.

How to weave square, rectangular, and oblong seats with cane, rush, and splint.

Iowa.....Garner, Irma D. Longer life for home furnishings. No. HF-187, mimeo., 5 pp. Iowa State Col., Ames. November 1943.

Care of furniture and linoleum. How to make curtains and window shades last longer. Care of sheets and pillowcases, mattress and spring protection, care of pillows, blankets, table linens, dinnerware, silver, glass and metal, pictures, and mirrors. How to patch screens.

Garner, Irma D. Care and selection of rugs. Mimeo. HF-188, 4 pp. Iowa State Col. Ext., Ames. n.d.

Care and cleaning of rugs, how to remove rug stains, cleaner for grease spots, resizing recipes, mending rugs, shading, shedding, dyeing, moth protection, and selection of rugs.

Mississippi...Ford, Lorraine, and Garland, Jewell. Our post-war homes. Mimeo., unnumb., 5 pp. Miss. State Col. Ext., State College. March 1944.

Cites data from the 1934 Rural Housing Survey: Outlook for post-war housing; Recommendations for housing in the post-war period; Family objectives; Questions for farm families to answer; Owning a house are titles of short statements included. Also a suggested list of references.

Ford, Lorraine. The treatment and care of floors. Mimeo., unnumb., 5 pp., illus. Miss. State Col. Ext., State College. August 18, 1943.

Suggestions for floor finishes; refinishing of old floors; repainting and revarnishing; care of floors and linoleum; directions for making a home made floor polisher and nonslip broom cover for dusting.

Fulton, Mrs. N. W., and Ford, Lorraine. Now is the time to repair the house. Mimeo., unnumb., 2 pp., illus. Miss. State Col. Ext., State College. n.d.

A report blank of work done by adult and 4-H Clubs in 1944 Rural Better Homes program.

Missouri.....Fitzgerald, Madonna, and Woodruff, Louise. Home-made storage facilities for the home. Cir. 503, 11 pp., illus. Mo. Agr. Col., Columbia. December 1943.

Discusses kitchen storage; bedroom storage; convenient storage for bedding; the home business center, and dining-room storage.

New Jersey....Home furnishing program during war. Mimeo., unnumb., 12 pp., illus. N. J. Agr. Col. Ext., New Brunswick. December 1943.

Instructions for making partial slip covers; fitted slip covers; and materials required and the directions for making tie-on slip covers. (Reprint of Cali. Ext. Serv. material.)

New Mexico....Strong, Veda. Upholstering at home. Mimeo., unnumb., 8 pp., illus. N. Mex. Agr. Col., State College. April 1944.

General directions for upholstering furniture including materials needed; removing old upholstery and covering springs. How to measure for cover material.

West Virginia.Wasmuth, Gladys V. New touches to old furnishings. Guides to Wartime Conservation, Good Living Ser. XI, Lesson No. 4a., 6 pp. W. Va. Agr. Col., Morgantown. n.d.

Suggestions for making old furniture more attractive and useful through the use of "home remedies", resizing rugs, cleaning leather furniture, removing white spots from table tops, making dust cloths and dustless mops, removing "bloom" or foggy appearance from furniture, cleaning waxed furniture or floor, removing scratches, giving new lines and new life to your old pieces, making new things from old, and suggestions for discussion leader.

HOUSEHOLD EQUIPMENT

Indiana.....Clark, Mrs. Virginia Berry. Better service from home equipment. Bul. 303, 11 pp., illus. Purdue Agr. Ext., La Fayette. January 1944.

Helpful hints on the care and repair of ranges - electric, kerosene, gas, gasoline, and coal - refrigerators; - gas, electric, kerosene, gasoline, and ice; vacuum cleaners and carpet sweepers; laundry equipment.

Clark, Mrs. Virginia Berry. Care and repair of electric appliance cords, Leaflet 246 (rev.), 8 pp., illus. Purdue Agr. Ext., La Fayette. April 1944.

Replacement, construction, and repair of cords; protection of circuits.

Mississippi...Ford, Lorraine. Care of wood range and oil stove. Mimeo., unnumb., 4 pp., illus. Miss. State Col. Ext., State College. November 1, 1942.

The care, refinishing, management, of the wood stove. Renovation of old oil stoves; how to clean the burners, chimneys, wicks, oil tank, oil pipe, oven, and outside stove surface.

Missouri.....Fitzgerald, Madonna, and Woodruff, Louise. Conservation of home equipment. Manual 29, 16 pp., illus. Mo. Agr. Col., Columbia. January 1943.

Care of electrical equipment, care and repair of small electrical equipment, care of gas, coal, and wood ranges; kerosene stoves; gasoline stoves; cream separator; ice refrigerators; care of household utensils and metals; repair of small kitchen equipment, - coffee pots, pressure cooker, knives; simple plumbing repairs; cleaning equipment

Fitzgerald, Madonna, and Woodruff, Louise. Small repairs around the house. Manual 31, 16 pp., illus. Mo. Agr. Col., Columbia. November 1943.

Repairs of doors, windows; window shades; screens, interior walls; exterior repairs including porches and steps, well platform, drainage; eavetroughs, filters, roof repair; chimneys; exterior walls; the use of common tools; summary.

North Carolina.Laundry cart. No. 176, 1 pp., illus., N. C. Agr. Col. Ext., Raleigh. February 1944.

Diagram and measurements for a laundry cart with wheels, for use in hanging up clothes.

Wash-pot heater. No. 175, 1 pp., illus. N. C. Agr. Col. Ext., Raleigh. n.d.

Illustrations and measurements of a washpot heater, with or without grate.

Territory of

Hawaii.....Home Demonstration Agent Keep your household equipment working. Mimeo., N. L. Cir. No. 11, 2 pp. Hawaii Univ., Honolulu. January 1944.

Short statements on conservation of knives, pots and pans, egg beaters, and kerosene stoves.

Texas.....Bryant, Louise. Handy andy kits for the home. MS-629, mimeo., 4 pp., illus. Tex. Agr. Col., College Station. n.d.
Gives the arrangement and the quantity of supplies to be used in the following kits: Household repair, House cleaning, First-aid or cabinet; Shoe polishing kit, Sewing, Dry cleaning.

West Virginia.Wasmuth, Gladys V. Care and repair of home equipment. Guides to Wartime Conservation, Good Living Ser. XI, Lesson No. 7., 6 pp. W. Va. Agr. Col., Morgantown. n.d.
Conservation of a kitchen stove, pots and pans, knives, washing machine, hand iron, other laundry equipment. Gives directions and supplies needed for making a household repair kit, tells how to fix window and door screens, how to prolong the life of rubber household articles; and contains a check list. Suggestions for leaders of discussion.

HOME MANAGEMENT - GENERAL

Florida.....Moore, Virginia P. Home management letter. Mimeo., unnumb., 2 pp. Fla. Agr. Col., Tallahassee. n.d.
Letter to home-improvement chairmen regarding the management of money, time, gardens, poultry raising, and better preparation of food.

Illinois.....Ward, Gladys J. Illinois safe homes program. Mimeo., HEE3217, 2 pp., Ill. Col. of Agr. Ext., Urbana. January 1944.
Gives purpose, and enrollment plans for safe homes contest; defines home accidents.

New Mexico....Strong, Veda. News of home demonstration clubs. Mimeo., unnumb., 6 pp. N. Mex. Agr. Col., State College. February 1944.
Radio talk over KOB reporting on results of home improvement program.

Territory of

Hawaii.....Home Demonstration Agent. How safe is your home? Mimeo., unnumb., 4 pp., illus. Hawaii Univ., Honolulu. n.d.
Gives several examples of minor ailments and their treatment including burns, minor wounds, aches, and bites. Lists essential first-aid supplies for the home.

Texas.....Bryant, Louise. Suggestions for office organization. Mimeo. No. MS-512 (rev.), 7 pp., illus. Tex. Agr. Col. Ext., College Station. n.d.
Application of work simplification to the office. Arrangement of office; organization of desk; filing correspondence, bulletins, and other subject matter; filing bulletins for distribution; storage of supplies; suggested system of headings for reference filing, including main dividers, subdividers, and detailed dividers.

West Virginia. Humphreys, Gertrude, Our wartime responsibilities. Guides to Wartime Conservation, Good Living Series No. XI, Lesson No. 1, 6 pp. W. Va. Agr. Col., Morgantown. January 1944.

Discusses such topics as: Each homemaker should decide what she can do best; the homemaker's first responsibility is to her home: 1) To produce and conserve food, 2) To conserve household supplies and equipment, 3) To keep the family in good health, 4) To keep herself physically and mentally fit. Homes depend on environment, so responsibilities widen: 1) The neighborhood-leader system, 2) Salvage drives, 3) War-bond drives, 4) Red Cross work, 5) Attitude toward rationing and other wartime regulations, 6) Being informed -- having facts.

WORK SIMPLIFICATION

Iowa.....Short cuts in food production. Unnumb., 16 pp., illus. Iowa State Col., Ames. February 1944.

Last two pages deal with saving energy in home tasks. To cut down time spent on home tasks, eliminate nonessentials, spread out jobs, find easiest, fastest way, make best use of help, use time saving products. Also contains "A check list on short cuts in housework" and "How to wash the cream separator in 2 minutes."

The right way to do heavy tasks. Unnumb., 16 pp., illus. Iowa State Col., Ames. August 1943.

How 4-H girls lift heavy objects to avoid tiring quickly and to improve posture while doing farm work. The right and wrong ways to lift are shown.

Minnesota.....Keeping physically fit for work in the home and on the farm. Form HM-3, mimeo., 6 pp., illus. Minn. Univ. Agr. Ext., St. Paul. February 1944.

Shows good posture in doing housework and discusses such topics as: Physical fitness; General health rules; Strength and energy through doing; Doing work the easy way; Comfortable work clothes; The daily dozen.

Managing the home with ease and satisfaction. Form HM-12, mimeo., 6 pp. Minn. Univ. Agr. Ext., St. Paul. March 1944.

Comparison of methods used by Mrs. Clutter Upper, Mrs. Fatigue, Mrs. Poor Manager, and Mrs. Unwilling, with those of Mrs. Manager. How Mrs. Manager helped the others to organize their work to run smoothly and to have time for community functions, Red Cross, and other leisure activities. (Adapted from film strip No. 638 "Finding Minutes", U. S. Dept. Agr. Ext. Ser.)

New York.....Knowles, Elaine. A simple way to iron a shirt. Bul. 629, 12 pp., illus. N. Y. Agr. Col. (Cornell), Ithaca. December 1943.

29 illustrations with explanations showing how to iron a shirt in a simple way using a 20-inch ironing board.

North Carolina. Gordon, Pauline E., and Williams, Elizabeth. Laundering short cuts. Misc. Pam. No. 83, illus., 8 pp. N. C. Agr. Col. Ext., Raleigh. April 1944.

Quicker and easier methods of laundrying, such as arrangement of laundry room; labor-saving devices and equipment; saving time in collecting, sorting, and mending laundry; outlines steps in laundrying through removing stains, soaking, washing, boiling, bluing, hanging and drying, sprinkling, and ironing.

Save time and labor on the farm. War. Ser. Bul. No. 32, 8 pp., illus. N. C. Agr. Col. Ext., Raleigh. April 1944.

How to save time and labor on the farm and in the home through convenient location of materials, care and repair of machinery, doing tasks before the season to avoid a rush period. Better health and planning also emphasized.

Ohio.....The Union Fork and Hoe Co. How to get more work out of a shovel. Processed, unnumb., 8 pp., illus. Columbus. n.d.

Gives 14 practical tips for moving more material with a shovel with less effort.

South Dakota..Nelson, K. Lorette. Your health and work. Ext. Cir. 405, processed, 4 pp., illus. S. Dak. State Col., Brookings. January 1944.

Discusses keeping fit physically and mentally, good posture when carrying a heavy article, ironing, walking up steps, driving either car or tractor, sitting at work table and lifting a pail of water. How to check and improve posture. Two simple exercises described.

Texas.....Bryant, Louise. Bulletin board for the home. Mimeo. No. MS-628, 1 p., illus. Tex. Agr. Col., College Station. n.d.

How to make and use a bulletin board to aid in saving time and helping to eliminate confusion in the home. Useful for leaving notes and schedule of work for the family members, posting clippings, showing important dates to be remembered, and a good place to start the shopping list.

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